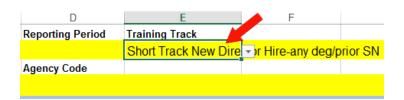
Instructions on How to Use GOALS Training Tracker:

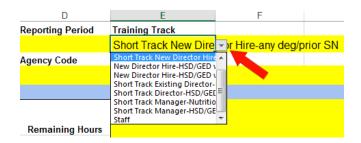
The tracker you open should look like the image below:



1. Select your desired training track (director, manager, staff, short track etc.) by clicking on the box (location: E4) below "Training Track".



2. Click on the downward pointing arrow located to the right, and a drop-down box should appear. Within this box, you may select your desired training track.



3. Once you have selected your desired training track, whichever approved trainings you have completed may now be entered into row 13 (highlighted in pink).



4. As you enter the amount of time for each training you have completed, the tracker will automatically relay back to you the "training hours to date" and "remaining hours" that still need to be completed in order for you to receive your certificate.



5. Similar to selecting your training track, for the "USDA Key Area" and the question asking, "Did you receive a certificate for course completion?", click on the downward pointing arrow to select your response. Also, enter in the USDA Learning code if one is provided. Otherwise, enter in the training topic the training applies to.

